Statewide Interoperability Executive Committee (SIEC)
Summary of Minutes - Regular Public Meeting

Tuesday, May 8, 2012 - 10:00 AM – 12:00 PM

DRAFT – *Not Yet Approved by the SIEC*

SIEC Members Present
- Mark Venuti, Director, Guardian Medical Transport (Co-Chair)
- Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
- Scott Tillman, Wireless Systems Engineer, Arizona Department of Public Safety
- Pete Weaver, Director, Maricopa County Department of Emergency Management

SIEC Members Absent
- Paul Wilson, Captain, Pima County Sheriff's Office (Co-Chair)

Public Safety Interoperable Communications (PSIC) Office Attendees:
- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Justin Turner, Deputy Statewide Interoperability Coordinator
- Suesan Nordman, Project Manager
- Karen Allen, Project Manager
- Michael Britt, Project Manager

29 interested parties and members of the public were also present either in person or on the web conference.

Call to Order
The meeting was called to order at 10:00 AM by Mark Venuti, Co-Chair. Roll call was taken as noted above, and a quorum was declared present.

Approval of Meeting Minutes: March 13, 2012 SIEC Public Meeting
Action Item
Motion: Scott Tillman made a motion to approve the March minutes.
Second: Pete Weaver
The motion was unanimously carried.

Arizona Minimum Equipment Standards
Information & Discussion Item
Presenter: Michael Britt, Project Manager, PSIC Office, ASET
Dr. Michael Britt presented the draft revised Minimum Equipment Standards. The general consensus during previous SIEC & Interoperable Channels Plan Workgroup meetings was that the minimum standards for VHF and UHF equipment were still applicable and there was no need to change or strengthen them. The workgroup did recommended adding 700/800 MHz equipment and combining VHF, UHF and700/800 MHz equipment into one document. The standards cover five criteria:
- Minimum Channel
- Channel Display
- Frequency Range
- Narrowband Capable
- Project 25 Capable

Dr. Britt reviewed each of the changes made to the standard, including:

- Separating the document into Background and Standard sections
- Requiring both the SIEC and PSCC approval to emphasize the legislative intent for "standards based system" to provide interoperability
- Including a reference to the Statewide Communications Interoperability Plan (SCIP) to show the connection to the overall plan
- Including the requirements for equipment purchased with Department of Homeland Security grants to be P-25 capable.
- Added footnotes that provide references for Office of Interoperability and Compatibility (OIC) grant guidance, a P-25 decision tree and the Public Safety Communications Research program's P-25 test standards
- Adding minimum equipment standards for 700/800 MHz equipment that align with the VHF and UHF minimum equipment standards.

Following the review of the standards, Dr. Britt stated the PSIC Office will post the standard for a 30-day comment period and then present them to the SIEC for approval. If approved, they will then be presented to the PSCC for approval.

2012 Statewide Communications Interoperability Plan (SCIP) Revision
Information & Discussion Item
Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator
Mr. Justin Turner introduced the 2012 annual review of the Strategic Communications Interoperability Plan (SCIP). Arizona's first SCIP was drafted to meet a grant requirement in 2007, then submitted to the Department of Homeland Security (DHS) Office of Emergency Communications (OEC) in November 2007 and approved. The current SCIP was significantly revised and approved on April 19, 2011. The 2012 review and update to the SCIP will focus on validating and further developing action plans for implementation of key strategic initiatives. In addition, all existing content will be reviewed for accuracy, currency, relevance and concise presentation.

To support the annual SCIP update, the PSIC Office, in conjunction with OEC, will be hosting a SCIP Implementation Workshop on May 22, 2012. The purpose of the workshop will be to evaluate what we have learned from the NECP Goal One and Two processes, analyzes gaps, and evaluate alternatives to current action plans in order to revise the Strategic Initiatives sections to be more streamlined and actionable. In addition, the workshop will solicit feedback on:

- Revising Key Strategic Initiatives to Support Broadband Implementation
  - Strategic Initiative 1 - Expand and Implement Interoperable Communications Governance Model and Plan
  - Strategic Initiative 6 - Implement, Enhance and Promote Functional Regional Systems in Support of Interoperable Communications
  - Strategic Initiative 9 - Upgrade Operable Communication Systems for State Agencies in Support of Interoperable Communications
  - Strategic Initiative 12 - Create and Implement an Education and Outreach Plan in Support of Interoperable Communications
- Reviewing AZ's System-of-Systems approach and developing action plans for key Strategic Initiatives :
  - Strategic Initiative 2: Develop Regional Communications Governance Structures
  - Strategic Initiative 6: Implement, Enhance and Promote Functional Regional Systems in Support of Interoperable Communications

Mr. Turner then reviewed the existing SCIP initiatives & objectives with the Committee and sought feedback on the initiatives. Finally, Mr. Turner highlighted the 2012 SCIP revision timeline.

2012 Statewide Education and Outreach Plan
Information & Discussion Item
Presenter: Suesan Nordman, Project Manager, PSIC Office, ASET
Ms. Suesan Nordman introduced the 2012 annual review of the Statewide Education and Outreach Plan. The plan supports Arizona's SCIP Strategic Initiative #12: "Create and Implement an Education and Outreach Plan in Support of Interoperable Communications." The Plan:

- Provides information and resources to emergency response policy makers and practitioners about interoperable communications initiatives and directives that impact the State.
- Encourages participation and gives direction to stakeholders for supporting education and outreach activities.
- Is intended for all Arizona stakeholders (not just PSIC staff) to use as a resource for their outreach efforts.

The current Plan was initially approved on April 19, 2011. The 2012 review and update will focus on Section 6, Targeted Interoperability Topics, to incorporate interoperable communications priorities for 2012. In addition, all existing content will be reviewed for accuracy, currency, relevance and concise presentation. Ms. Nordman reviewed the structure of the Plan, the update process, and the proposed Targeted Interoperability Topics for 2012:

- FCC Narrowbanding Compliance
- National Public Safety Broadband Network (NPSBN)
- NECP Goal Two Gap Closure (Regional Interoperability Planning: CASM, TICPs & SCMPs and other Resources)

National Public Safety Broadband Network (NPSBN) Update
Information & Discussion Item
Presenter: Michael Britt, Project Manager, PSIC Office
Dr. Michael Britt provided an update to the Committee on activity related to the National Public Safety Broadband Network (NPSBN). Topics covered by Dr. Britt include

- State's Role in the National Public Safety Broadband Network
- Arizona's Public Safety Broadband Network Plan
- Arizona's Public Safety Broadband Network Workgroup
- Recent Activities
- Upcoming Events
- Mesa TOPAZ Broadband project status

Next Generation AIRS Plan
Information & Discussion Item
Presenter: Justin Turner, Deputy Statewide Interoperability Coordinator
Mr. Justin Turner provided a brief history of the AIRS system and introduced the high-level Next Generation AIRS Plan to the Committee. Following the installation of the Long Mesa and Jacob Lake, the AIRS build-out is complete. AIRS currently consists of thirty-five sites providing coverage to all fifteen counties. In addition, there is a semi-permanent fly-away suite located in Havasupai and three mobile suites. The State EOC is also connected to AIRS via Microwave Link. Governance of the AIRS system has been formalized and an AIRS Training Program has been developed which included a video, presentation, and lesson plan.

With the AIRS build-out complete, the PSIC Office will coordinate with the SIEC and DPS to draft a procedure to allow jurisdictions to expand AIRS in their community. The draft procedure will be reviewed by the Technical workgroup and then be presented to the SIEC in August for further discussion. Key components of the procedure will include:

- Approval of SIEC and DPS will be required.
- It will be the responsibility of individual jurisdictions to analyze coverage gaps and determine needed coverage. The Google Earth maps may be utilized for this purpose.
- Equipment will be purchased, owned and maintained by the local jurisdiction.

NIMS-CU Workgroup Update on AZ Regional All-Hazards COML Applications
Information & Discussion Item
Jesse Cooper, Communications IT Project Manager, Phoenix Police Department
Mr. Jesse Cooper presented updates to the Committee on the recent activities of the NIMS-CU Workgroup. The workgroup met on Tuesday, April 17, 2012 for an Arizona Regional All-Hazards Communications Unit Leader (COML) Application Review Meeting to consider materials submitted by one individual. Everett Wittig, Jr. (Bisbee Police Department), was granted recognition, and a letter was sent to him and copied to his Agency Certifying Official. Currently, 15 individuals from 4 counties have been granted recognition and are listed on the Arizona Regional All-Hazards COML Resource List, which is posted on the PSIC Website at: http://www.azpsic.gov/library/coml/.

Mr. Cooper also previewed the upcoming 2012 Annual Meeting. The purpose of the meeting will be to review and update the Communications Unit Training Program policies and procedures as necessary.

Mr. Cooper reviewed the status of the COMT training program in Arizona. Two COMT courses have been conducted in the State with thirty-two individuals successfully completing the training. These individuals are now permitted to complete the Position Specific COMT Taskbook for agency certification. Although the curriculum and duration of the COML and COMT courses are different, and the tasks listed in the Taskbooks differ to some extent, the process for agency certification as a COMT is the same as it is for a COML.

On behalf of the workgroup, Mr. Cooper requested guidance from the Committee in regard to the development of an All-Hazards Communications Unit Technician (COMT) recognition process. The Workgroup recommends modeling the COMT recognition process after the COML process and including it as part of an inclusive AZ Regional All-Hazards Communications Unit Recognition Procedure.

PSIC Office – Multiple Project Updates & Plan for Next SIEC Meeting
Presenter: Suesan Nordman, Project Manager, PSIC Office
Information Item

Ms. Suesan Nordman reviewed the status of several projects at the PSIC Office as listed on the *PSIC Office Multiple Project Updates* handout. In particular, Ms. Nordman highlighted a number of upcoming events, discussed the status of the Central Region TIC-FOG, Coconino County TICP and the upcoming La Paz County TICP development workshop. Ms. Nordman provided a brief summary of the status of Narrowbanding in Arizona and the APCO Narrowbanding webinar. Finally, Ms. Nordman provided updates on the RICO Project, the Communications Unit Training Program, and highlighted several upcoming events, including the PSCC meeting in July during the Annual Law Enforcement Pow-Wow in Flagstaff, Arizona.

Call to the Public
No comments from the public were received.

Meeting Adjournment
Motion: Pete Weaver motioned to adjourn the meeting.
Second: Jesse Cooper
The motion was unanimously carried.
Meeting Adjourned at 11:35 AM.

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Pursuant to A.R.S. 38-341-01(B), minutes of the Statewide Interoperability Executive Committee are recorded by tape recorder. Taped minutes are maintained in the office of the Arizona Strategic Enterprise Technology. Public access and review of SIEC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 364-4498 to arrange for an audio of the tape-recorded proceedings.